



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## School Board Services

**Trenace B. Riggs, Chair**  
District 1 – Centerville

**Carolyn D. Weems, Vice Chair**  
District 9

**Beverly M. Anderson**  
At-Large

**Kathleen J. Brown**  
District 10

**Michael R. Callan**  
District 6

**David Culpepper**  
District 8

**Jennifer S. Franklin**  
District 2 – Kempsville

**Victoria C. Manning**  
At-Large

**Staci R. Martin**  
District 4

**Kimberly A. Melnyk**  
District 2

**Jessica L. Owens**  
District 3 – Rose Hall

**Donald E. Robertson, Ph.D., Acting Superintendent**

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### ***School Board Special Meeting MINUTES***

**Monday, September 11, 2023**

**Holland Road Annex**  
2323 Holland Road  
Virginia Beach, VA 23453  
(757) 263-1000

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- 1. *Call to Order and Verbal Roll Call:*** Chair Riggs convened the Special meeting of the School Board at the Holland Road Annex, Einstein Lab at 3:03 p.m. on the 11<sup>th</sup> day of September 2023 and stated, pursuant to Bylaw 1-46, and Virginia Code § 2.2-3707, the School Board will hold a special meeting on Monday, September 11, 2023, at 3:00 p.m., at the Holland Road Annex, 2323 Holland Road, Virginia Beach, Virginia 23453 in the Einstein Lab. The purpose of this special meeting is for:  
Superintendent search planning meeting and discussion with HYA (Hazard, Young, Attea Associates) regarding calendar, services and related matters. Members of the public will be able to observe the School Board Meeting through livestreaming on [schoolboard.vbschools.com/meetings/live](http://schoolboard.vbschools.com/meetings/live), broadcast on VBTv Channel 47, and on Zoom. Thank you to those that have joined us in person and online.  
The following School Board members were present in the Holland Road Annex, Einstein Lab: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Ms. Franklin, Ms. Manning (arrived at 3:15 p.m. due to traffic), Ms. Martin, Ms. Melnyk, and Ms. Owens. School Board member, Mr. Culpepper was not in attendance due to work.
- 2. *Moment of Silence followed by the Pledge of Allegiance:*** Before the Moment of Silence, Chair Riggs mentioned the 22<sup>nd</sup> anniversary of the 9/11 attacks on this country, to take a moment to reflect on the lives of our fellow citizens who were lost and to give silent thanks to those citizens who serve in our military and first responders for continuing to protect this country after 9/11/01.
- 3. *Adoption of the Agenda:*** Chair Riggs called for any modifications to the agenda as presented. Hearing none, Chair Riggs called for a motion to approve the agenda as presented. Ms. Brown made the motion, seconded by Ms. Franklin. Without discussion, Chair Riggs called for a vote to approve the agenda as presented. The School Board Clerk announced there were nine (9) ayes in favor of the motion to adopt the agenda as presented: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Ms. Franklin, Ms. Martin, Ms. Melnyk, and Ms. Owens. The motion passed, 9-0-0.
- 4. *Superintendent Search Planning Meeting and discussion – presentation by HYA:*** Chair Riggs introduced the members from Hazard, Young, Attea, and Associates (HYA): Dr. Brad Draeger, Dr. Ted Blaesing, and Dr. Constance Rupert Collins; discussed an overview of the search calendar and timelines for: advertising, application deadline, leadership profile interviews/focus groups, individual School Board interviews, online survey dates, leadership profile presented to School Board, first round of interviews, chose finalists, interviews finalists, final School Board decision, announcement of appointment, new Superintendent begins; other topics discussed/reviewed – School Board liaison during search – Chair Riggs will serve as the liaison between the School Board and HYA; determination of district staff contact person – key contacts will be Ms. Lannetti, School

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Board Attorney, and Ms. Toneatto, School Board Clerk; confidentiality; schedule times for interviews with School Board members – School Board Clerk to help schedule; individual interviews and focus groups – School Board Clerk will assist in developing, School Board members to send list(s) of groups and individuals to School Board Clerk by September 15; online survey – access to the HYA online survey will be posted on the Virginia Beach City Public Schools website and linked to the HYA website for ease of use and data collection, number of candidates to slate – approximately five to eight candidates; internal candidates – HYA will treat an internal candidate as they would any other candidate; salary and fringe benefits – offering a fair and competitive salary and benefit package will assist in the recruitment of successful candidates; residency expectations, communication with press & community – suggested to place information on VBCPS website for the Superintendent Search.

During the discussion, questions and comments were raised regarding confidentiality; work schedules of School Board members for interviews with HYA for development of leadership profile and interviews with candidates; schedule for first round interviews; having some meetings in the evenings due to work schedules; having all School Board members participate in interviews; community involvement/community input – filling out survey, focus group meetings; identifying focus groups; need for confidentiality during process; Leadership Profile; getting public input; opportunity to hear from public (survey and focus groups); during Public Comments at School Board meetings; getting the word out to the public and staff; how to identify constituents; groups of teachers – every employee asked to take survey; importance of task – superintendent search; School Board members to give School Board Clerk list of community members for focus groups; encourage students to take online survey; group categories for online survey; workforce community input; screening candidates, qualifications; social media; salary and benefits; residency expectations; reminders to take survey – want to hear from staff, community, students, stakeholders; calendar dates/timelines to be sent to School Board members; superintendent search calendar – part of September 26, 2023 School Board meeting.

**5. Action on items related to Special Meeting discussions:** None.

**6. Closed Session:** At 4:46 p.m., Vice Chair Weems made the following motion, seconded by Ms. Melnyk that the School Board recess into Closed Session in accordance with the exceptions to open meetings law set forth in Code of Virginia §2.2-3711, Part A, Paragraph 1, 7, 8 and 29, as amended, to deliberate on the following matters:

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.

7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

Namely to discuss:

A. Superintendent contract terms, salary and benefits for new Superintendent and how to handle internal candidates.

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Chair Riggs called for a vote. The School Board Clerk announced there were ten (10) ayes in favor of the motion to recess into Closed Session: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Ms. Franklin, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens. The motion passed, 10-0-0.

The School Board recessed into Closed Session at 4:48 p.m. in the Holland Road Annex/Einstein Lab.

Individuals present for discussion in the order in which matters were discussed:

A. Superintendent contract terms, salary and benefits for new Superintendent and how to handle internal candidates: School Board members: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Ms. Franklin, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens; members from HYA (Hazard, Young, Attea and Associates): Dr. Ted Blaesing, Dr. Constance Rupert Collins, and Dr. Brad Draeger; Kamala H. Lannetti, School Board Attorney; and Regina M. Toneatto, School Board Clerk.

School Board member, Ms. Melnyk stepped out of the Closed Session at 5:15 p.m. and returned to the Closed Session at 5:18 p.m.

The School Board reconvened at 5:23 p.m.

Certification of Closed Session: Vice Chair Weems read the Certification of Closed Session:

**WHEREAS**, the School Board of the City of Virginia Beach has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-3712 (D) of the Code of Virginia requires a certification by this School Board that such closed meeting was conducted in conformity with Virginia law.

**NOW, THEREFORE, BE IT RESOLVED** that the School Board of the City of Virginia Beach hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.

Ms. Melnyk made the motion, seconded by Ms. Martin for Certification of Closed Session. Chair Riggs called for a vote. The School Board Clerk announced there were ten (10) ayes in favor of the motion for Certification of Closed Session: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Ms. Franklin, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens. The motion passed, 10-0-0.

7. **Adjournment:** Chair Riggs adjourned the special meeting at 5:25 p.m.

Respectfully submitted:

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Regina M. Toneatto, Clerk of the School Board

Approved:

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Trenace B. Riggs, School Board Chair